

Parents' Guide

Academic Year 2026-2027

Introduction

Dear Parents and Guardians,

We are pleased to welcome you at the beginning of the 2026-2027 academic year, and we wish all our students a successful and distinguished year.

To provide a safe, organised, and supportive learning environment that promotes students' learning and progress, the school presents this guide containing its principal approved instructions, guidance, and organisational procedures.

Please read this guide carefully, sign the attached acknowledgement, and return it to the school. A parent or guardian's signature confirms that the instructions in this guide have been read and accepted and that the family will cooperate with the school in implementing them in accordance with the approved policies and regulations.

The guide is also available on the school's websites: www.efips.ae and www.falcon-school.com.

Student Allocation by School Building

1. Kindergarten Building: Pre-KG, KG1, KG2, Grade 1, and Grade 2.
2. Girls' Building: Grades 3 and 4 (co-educational), and female students from Grades 5 to 12.
3. Boys' Building: male students from Grades 5 to 12; entry through Gate 2 and exit through Gate 1.

Entry and Exit Gates

- Gate 9: entry and exit for kindergarten students and girls (Pre-KG to Grade 4, and female students from Grades 5 to 12).
- Gate 8: reserved exclusively for school buses; entry through this gate is prohibited.
- Gates 7, 6, and 3: emergency exits only.
- Gate 5: reserved for school-bus exit; pedestrian entry or exit is prohibited.
- Gate 4: the main entrance for visitors and parents/guardians.
- Gate 2: entry for boys from Grades 5 to 12.
- Gate 1: exit for boys from Grades 5 to 12 who use private transport, and morning entry for students arriving after 7:30 a.m.

Attendance and Dismissal

First: Arrival

1. Students must arrive no later than 7:30 a.m. Gates close at 7:45 a.m.
2. A student who arrives after the national anthem has been recited will not be permitted to enter the classroom.
3. Parents/guardians must drop students off promptly and leave the area to reduce traffic congestion. They may not accompany students onto the school campus.
4. Students must enter through their designated gates.
5. Late arrival is managed under the approved behaviour policy, available through the classes or on the school website.

6. If lateness is repeated, the student may enter only when accompanied by a parent/guardian. Parents/guardians must ensure that students arrive on time.
7. Students arriving after 8:00 a.m. are recorded as absent without excuse and are not permitted to enter. Drivers must therefore not leave a student at the gate, to prevent the student from remaining outside the school grounds after 8:00 a.m.
8. In an emergency, the relevant supervisor must be notified before 7:30 a.m.

Second: Dismissal

1. Kindergarten, Grade 1, and Grade 2 students are dismissed at 1:00 p.m.; on Fridays, dismissal is at 11:00 a.m.
2. Private transport for kindergarten begins at 1:05 p.m., after the buses have departed.
3. Students in Grades 3 to 12 are dismissed at 2:45 p.m.; on Fridays, dismissal is at 11:00 a.m.
4. Private transport for Grades 1 to 12 begins at 2:50 p.m. Parents/guardians may not enter before this time, for student safety.
5. Any unauthorised departure is handled under the behaviour policy.
6. To collect children from different buildings before the end of the school day, the parent/guardian must go to the main gate (Gate 4) and register their name with security.
7. The bus supervisor must be notified in advance if a student will not use the bus that day.
8. No student, including those in senior grades, may leave the school unaccompanied.
9. Identification must be shown when collecting a student.
10. If a parent/guardian does not wish the student to use the bus at dismissal after the student arrived by bus that morning, the section supervisor and bus supervisor must be informed at least two hours before dismissal.
11. The behaviour policy applies to any violation.

Early Departure

1. If a student needs to leave before the official end of the school day, the parent/guardian or authorised collector must go to the main gate (Gate 4) and follow the approved early-departure procedures.
2. Valid identification must be shown when collecting a student. A student will not be released to anyone who is not authorised to collect them.
3. Please allow sufficient time for the student to be called from class and prepared for departure, and plan ahead whenever possible.
4. Students may not leave the school alone, including students in senior grades.
5. Please avoid requesting early departure unless necessary, as it affects attendance and the student's benefit from lessons. If early departure is requested more than once during a term, the school may refuse the request unless the administration accepts that there are emergency or exceptional circumstances.

Absence

1. Absence without an acceptable excuse is prohibited. Parents/guardians must notify the school when a valid reason exists.
2. If a student exceeds 15 days of unexcused absence during the academic year or five days during one term, the student will be dismissed from the school and considered to have failed the year.
3. In cases of collective or repeated absence, the parent/guardian will be called and the student will be suspended for three days, counted as unexcused absence.
4. A student who encourages others to be absent will be suspended for one full week.

School Uniform and General Appearance

School uniforms are expected to be distributed within the next two weeks, God willing. We appreciate your understanding that the delay is due to circumstances beyond the school's control. Confirmed distribution details will be shared with parents/guardians as soon as they are available.

1. The full school uniform must be worn daily. Female students from Grades 5 to 12 may wear an abaya over the uniform.
2. The sports uniform may be worn only for physical education lessons.
3. Black shoes are compulsory with the school uniform; white sports shoes are required for physical education.
4. Boys may not grow their hair long.
5. Long fingernails are not permitted.
6. Female students may not wear makeup, accessories, or jewellery.

Tablets, Mobile Phones, and Internet Use

1. At the beginning of the year, the school provides tablets to students from Grades 1 to 12. No device other than the school-issued device may be used unless permission has been obtained from the school's Information Technology Department when necessary.
2. Mobile phones are strictly prohibited. If a phone is found, the behaviour policy and related instructions apply: (a) confiscation for one month for the first offence; (b) confiscation until the end of the term for the second offence; and (c) confiscation until the end of the academic year for repeated or unauthorised use on campus, including taking photographs or posting online.
3. Internet use for personal, non-educational purposes is prohibited.
4. Accessing blocked websites may result in disciplinary measures up to permanent dismissal, in accordance with UAE regulations.

Bullying and Harassment

1. All forms of bullying and harassment are strictly prohibited at school and during school activities and events, whether physical, verbal, social, or electronic.
2. Cyberbullying includes abuse, threats, ridicule, or the publication of harmful images, information, or content through phones, electronic devices, or social media platforms.
3. The school encourages students and parents/guardians to report immediately any bullying, harassment, or behaviour that threatens a student's safety or well-being to the section supervisor, social worker, or school administration.
4. The school treats all reports seriously and confidentially. Reports are investigated and appropriate action is taken under the approved policies and regulations, with due regard for the safety and well-being of all parties.
5. Retaliation, threats, or abuse against any student who reports an incident or participates in its investigation are prohibited.
6. When necessary, the school works with parents/guardians to address cases, support students appropriately, and prevent the behaviour from recurring.
7. The behaviour policy and approved policies apply to bullying, harassment, and other misconduct.

Food

The school provides water and healthy food approved by the School Health Department. Unhealthy items, such as crisps, sweets, and soft drinks, may not be brought to school.

Health and Safety

1. The school is committed to providing a safe and healthy environment for all students and follows the approved health and safety procedures.
2. Parents/guardians must inform the school of any medical condition, allergy, or special medical need, provide the necessary information and reports, and update them whenever circumstances change.
3. If a student feels unwell or is injured during the school day, the student will be referred to the school clinic for appropriate action, and the parent/guardian will be contacted when necessary.
4. Students may not carry or take medication at school without prior coordination with the school clinic and compliance with the approved procedures.
5. In an emergency, the school will take the necessary action to protect the student and contact the parent/guardian as soon as possible.

Homework

- Homework is assigned weekly according to the school plan published every Thursday on the school's Education learning platform.
- Students must complete their own homework, which may be paper-based or electronic through the learning platform.

Tuition Fees

- Fees may be paid in one payment or by instalments. The final instalment must be paid before the end of the academic year.
- Finance Department WhatsApp: 037374300.

School Buses

School bus operations begin in the second week of school. Confirmed route, pick-up, and drop-off details will be shared with registered families.

1. The school provides buses equipped with safety features.
2. Bus registration is completed when the student enrolls, and places are allocated on a first-come, first-served basis.
3. All students and families must comply with the school transport regulations.

Assessment and Grades

1. Students are assessed three times each year, with 100 marks allocated to each subject in each term, and an official report is issued at the end of every term.
2. The final result is calculated as follows: 40% for Term 1, 30% for Term 2, and 30% for Term 3.
3. The mark out of 100 is distributed as follows: 40 marks for the final examination and 60 marks for coursework.
4. Parents/guardians may request a review of their child's marks through the subject coordinator.
5. Examination dates will be announced later.

Curriculum and Graduation Requirements

1. The school follows the American (California) curriculum.
2. To obtain the American High School Diploma, students must complete 12 years of schooling.
3. Grade 12 students must pass approved international assessments: SAT Mathematics, 450 out of 800; and IELTS, Band 5 out of 9.
4. The school provides free reinforcement classes on Sundays for students who wish to prepare for graduation requirements.

Academic Support

The school offers daily academic support in core subjects for all grades through optional morning sessions from 7:15 to 8:00 a.m. These sessions begin after the mid-term break in Term 1.

Rewards, Positive Behaviour, and Disciplinary Measures

The school promotes positive behaviour and recognises students who demonstrate academic and behavioural excellence through certificates, awards, public recognition, and other approved motivational initiatives.

Disciplinary measures in the event of a violation:

The measures set out in the behaviour policy progress as follows:

- Verbal warning.
- Two written undertakings.

- Two written warnings.
- Temporary exclusion (three-day suspension).
- Compulsory transfer.
- Please consult the behaviour policy for further information.

Textbooks and Workbooks

Textbooks and school workbooks are distributed to all students in their classrooms during the school day. The school organises distribution to ensure that the materials are handed to students safely.

Updating Contact Information

- Parents/guardians are responsible for ensuring that the contact information registered with the school is accurate and is updated whenever it changes.
- Please inform the school immediately of any change to a telephone number, email address, home address, or the details of persons authorised to collect the student.
- The school relies on its registered contact information to send notices and circulars and to communicate in emergencies; keeping this information current is therefore essential.

Partnership with Parents and Guardians

The school believes that an effective partnership between school and family is essential to students' academic and personal success, and looks forward to parents' and guardians' continued cooperation in achieving the best outcomes for their children.

- Monitor children's attendance, punctuality, and regular participation in school.
- Monitor academic achievement, homework, and tasks posted on the learning platform.
- Attend parent meetings and events organised by the school.
- Contact the school with any question or concern regarding the student's learning, behaviour, or well-being.
- Inform the school of any circumstance or important information that may affect the student's learning, safety, or participation in school life.
- Support the school's values and encourage students to demonstrate respect, responsibility, and positive behaviour.

Contacting the School

The school values effective and constructive communication with parents/guardians and welcomes their comments and questions in support of students' learning and well-being.

- For academic enquiries, please contact the teacher or the relevant subject coordinator/head of department.
- For matters concerning behaviour, attendance, or student affairs, please contact the relevant section supervisor or social worker.
- For registration, fees, or transport matters, please contact the relevant department.
- If further follow-up is required, the matter may be referred to the school administration through the approved reporting line.
- Please contact the school during official working hours and allow the relevant employee sufficient time to investigate and respond.

Name	Role	Contact	Grades/Section
Antoinette Al Nasrallah	School Principal	0506194099	
Rafea Freihat	Vice Principal	0562270788	
Mohammed Taher	Head of English Department	0556057458	
Dr Ismail Al Masri	Head of Arabic Department	0552700695	
Jumana Al Atwi	Head of Kindergarten	0503332195	
Mahmoud Al Nisr	Head of Accounts	037374300	
Reham Habib	Registration	037634238	
Halim Abdullah	Section Supervisor	0568877276	12B1 to 12B5 and 11B1 to 11B5
Nael Hussein	Section Supervisor	0568657661	12B6 to 12B9 and 10B1 to 10B5
Reem Al Hamli	Section Supervisor	0565739244	5B1, 5B2, 6B1, 6B2, 6B3, 7B1, 7B2
Hanan Al Maamari	Section Supervisor	0567829934	Grade 12 girls
Khazina Al Shamsi	Section Supervisor	0569083244	3A, 3B, 4A, 4B, 5G1
Mai Al Azizi	Section Supervisor	0502387212	9G1, 9G2, 10G1, 10G2, 11G1, 11G2, 11G3
Mira Al Shamsi	Section Supervisor	0543376609	5G2, 6G1, 6G2, 7G1, 8G1
Al Zahra Harnos	Section Supervisor	0567973447	Pre-KG, KG1, KG2
Khawla Al Balushi	Section Supervisor	0563602099	Grades 1 and 2
Maryam Al Shamsi	Section Supervisor	0565647793	7B3, 8B1, 8B2, 8B3, 9B1, 9B2, 9B3, 9B4
Boys' Building Reception	Reception	037806668	
Girls' Building Reception	Reception	037806668	
Kindergarten Building Reception	Reception	037806668	
Ashwaq Ali	Girls' Social Worker	0509095427	Co-educational Grades 1 to 4 and girls in Grades 5 to 8
Marwa Hassan	Girls' Social Worker	0503302423	Girls in Grades 9 to 12
Ahmed Jamal	Boys' Social Worker	0565593977	12B6 to 12B9 and 10B1 to 10B5
Mahmoud Amer	Boys' Social Worker	0504198788	12B1 to 12B5 and 11B1 to 11B5
Ayman Mukhtar	Boys' Social Worker	0567901108	Boys in Grades 5, 6, 7, 8, and 9

Conclusion

We look forward to a successful and productive academic year and to an effective partnership with parents/guardians that provides a safe and motivating learning environment and supports the success and progress of all students.

Thank you for your trust and continued cooperation. We wish all our students a successful and distinguished academic year.

Parent/Guardian Acknowledgement

I confirm that I have read and understood this guide and agree to cooperate with the school in support of my child's safety and progress.

Student name: _____

Grade and section: _____

Parent/Guardian name: _____

Signature: _____ Date: _____

School Principal: Ms Antwaneet Al Nasrallah